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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

March 3, 1943

FRUIT AND VEGETABLE BRANCH MEMORANDUM NO. 1

Organization of the Fruit and Vegetable Branch

In accordance with Executive Order No. 9280, dated December 5, 1942, and Director's Memorandum No. 2, dated January 13, 1943, the functions assigned to the Fruit and Vegetable Branch have been increased substantially over those previously assigned. To carry out its added responsibilities, the Fruit and Vegetable Branch is organized as follows:

Office of the Chief

To direct the activities of the Fruit and Vegetable Branch; to plan and execute programs to secure effective distribution of the national supply of fruits and vegetables in accordance with civilian, military, Lend-Lease, and other needs; to effectuate the Secretary's price-support programs; to plan and execute procurement programs to meet the requirements of FDA supply programs and for other agencies as the Secretary may direct, and to recommend procurement policies; to develop and administer programs for production in processed form; to develop distribution programs in cooperation with Requirements and Allocations Control, and Civilian Food Requirements Branch, and to administer them through allocation, limitation, reservation, and conservation orders and other appropriate administrative techniques; to recommend rationing programs as required; to conduct marketing research and investigations; to promote improved techniques of processing and marketing; to develop programs for the construction of necessary processing facilities; to recommend allocations of critical materials to processors and distributors; to develop and administer marketing-agreement and diversion programs to adjust distribution to production; to provide technical direction of market news services in the regional offices; to formulate standards; to certify quality and condition of fruits and vegetables; to administer the Standard Container Acts, the Produce Agency Act, the Perishable Agricultural Commodities Act, and the Export Apple and Pear Act; to maintain current information on the available supply, processing, and distribution of fruit and vegetable commodities; and to conduct the administrative services of the Branch.

Administrative Services Section

To conduct the administrative services of the Branch; to prepare budget estimates, to maintain budgetary accounts, and to allocate funds to appropriate activities; to review and clear all dockets for marketing-agreement, diversion, and other distribution programs; to procure and place personnel; to prepare travel authorizations; to procure and control equipment, supplies, and materials; to procure and assign office space for the Branch, and perform related duties.

Procurement Control Section

To provide a central point of contact for the Fruit and Vegetable Branch with the Program Liaison Division and the Transportation and Warehousing Branch in coordinating matters of procurement and transportation and in making current adjustments in supply programs; to serve in a liaison capacity with the Requirements and Allocations Control in recommending current adjustments of

allocations as required; to maintain a central docket control for purchase programs; to prepare and clear purchase contracts and to maintain procurement records; to maintain records of requirements and to relate them to procurement records; to appraise continuously the current purchase programs of the Branch and to recommend adjustments of allocations in accordance with requirements.

Regulatory Division

To administer: the Perishable Agricultural Commodities Act, including the licensing of persons and firms marketing fresh fruits and vegetables and other perishable agricultural commodities, and the investigation and handling of complaints arising under the Act; the Produce Agency Act, including the investigation of complaints and the preparation of cases for transmission to the Department of Justice; the Export Apple and Pear Act; the Standard Container Acts of 1916 and 1928, including the inspection of containers at factories and in the laboratory, and the standardization of the dimensions and sizes of the containers.

Market News Division

To collect, compile, and issue by mail, telegraph, the press, or radio, daily reports, periodic summaries, and flash news on shipments, market receipts, prices and market conditions for all fresh fruits and vegetables, peanuts, and honey under the general policy direction of the Marketing Reports Division; and to obtain other available market information for the formulation and operation of Federal marketing-agreement, loan, purchase, or diversion programs for these commodities.

Fresh Products Standardization and Inspection Division

To conduct the inspection service on fruits and vegetables, nuts, and miscellaneous products for fresh shipment or for processing for the purpose of certifying the quality and condition of these commodities delivered to processing establishments or at shipping, transit, or receiving points at the request of interested parties, including governmental and institutional procurement agencies; to certify conformity of these commodities handled under Federal marketing-agreement, loan, diversion, or purchase programs with the applicable requirements thereof; to make inspections under the statutes administered by the Regulatory Division; to conduct investigations for the purpose of formulating, revising, and demonstrating standards for grades or specifications of the above commodities; and to investigate and demonstrate methods of commercial handling, grading, and packing of these commodities.

Processed Products Standardization and Inspection Division

To conduct the inspection service on processed fruits and vegetables and miscellaneous products (canned, dried, dehydrated, frozen, or otherwise processed) for the purpose of certifying the quality and condition of the products at processing establishments, storages, shipping, transit, or receiving points at the request of interested parties; including governmental and institutional procurement agencies; to supervise the operation of plants processing these commodities under continuous inspection; to conduct investigations for the purpose of formulating, revising, and demonstrating standards for grades or specifications of the above products; to

investigate and demonstrate methods of commercial processing and distribution of these products utilizing the Federal grading standards or specifications; in coordination with the over-all container program of the Facilities Branch, to investigate problems relating to packages and containers for the various food commodities; and to test containers, devise improvements, and develop substitutes calling for the use of less critical materials.

Fresh Marketing Division

To cooperate with the Food Production Administration to obtain basic production of requirements of fresh fruit and vegetable commodities and to effectuate the Secretary's price-support programs for such commodities; to develop and administer programs to secure effective distribution of fresh fruit and vegetable commodities through reservation, limitation, and conservation orders, and other appropriate techniques; to initiate and execute domestic procurement programs for fresh fruits and vegetables; to develop and administer marketing-agreement and diversion programs for fresh fruit and vegetable commodities; to develop data as to requirements of critical materials by packers and distributors of fresh fruit and vegetable commodities; to recommend allocations from banks of materials to such packers and distributors.

Processed Marketing Division

To develop and administer programs designed to obtain requirements of processed fruit and vegetable commodities; to effectuate the Secretary's price-support programs for these commodities; to formulate and administer programs to secure effective distribution of processed fruit and vegetable commodities through reservation, limitation, conservation orders, and other appropriate techniques; to develop data as to needs for facilities; to determine requirements of critical materials for processed fruit and vegetable commodities; to initiate and administer facilities programs; to recommend allocations from banks of materials to specific plants, processors, and distributors of such commodities; to develop and execute domestic procurement programs for processed fruit and vegetable commodities; to develop and administer marketing-agreement and diversion programs for processed fruit and vegetable commodities.

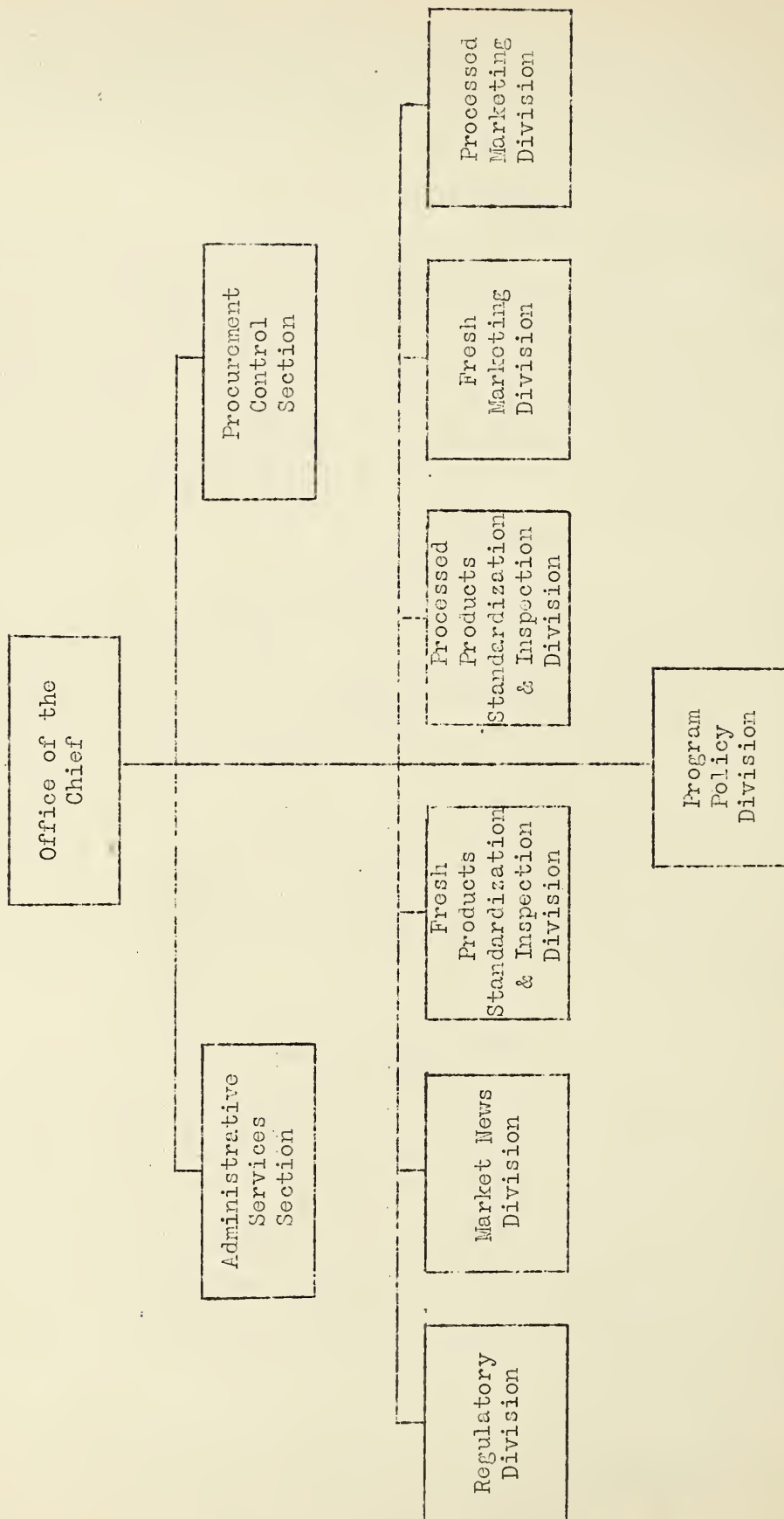
Program Policy Division

To develop and recommend basic policies and economic plans covering all activities of the Fruit and Vegetable Branch for the guidance of the operating divisions; to investigate economic conditions in relation to the fruit and vegetable industries for the purpose of evaluating the need for and effectiveness of procurement and distribution programs; to recommend procurement policies; to recommend reservation, limitation, and allocation orders and rationing plans; to plan and develop distribution efficiency programs; to study post-war effects of current programs and to plan for post-war needs; to maintain and analyze current information on the available supply, processing, and distribution of fruit and vegetable commodities; and to perform other duties as assigned.

Charts giving the organization of the Branch and of the Divisions are provided on the following pages.

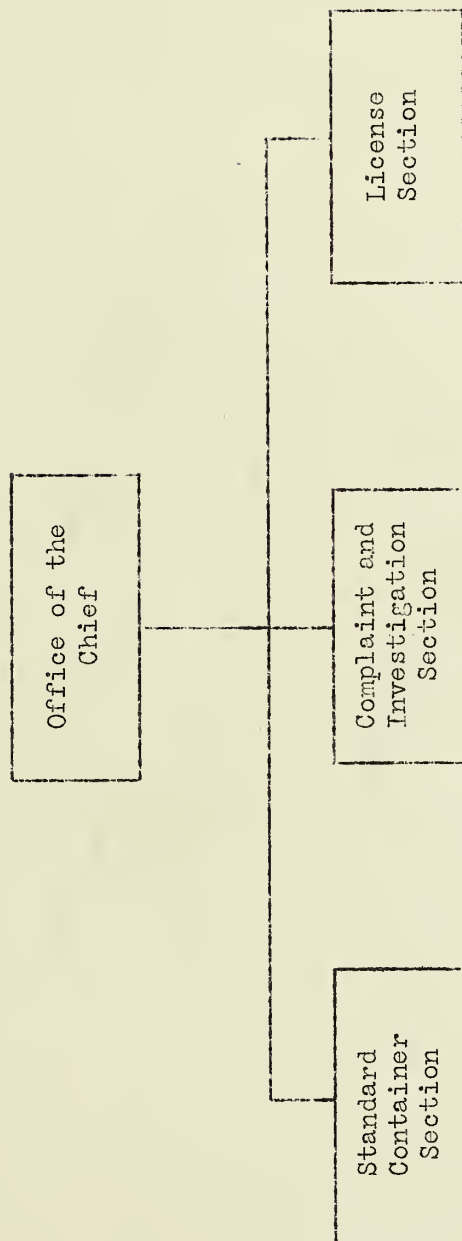
W. E. Neal

FRUIT AND VEGETABLE BRANCH



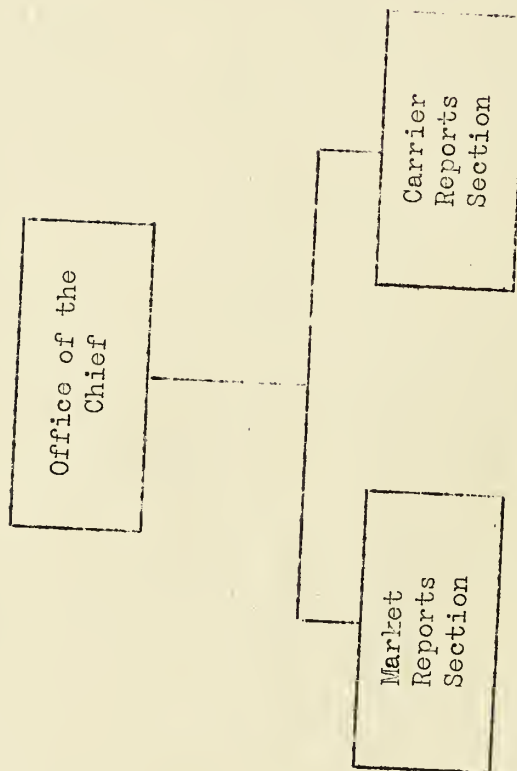
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Regulatory Division



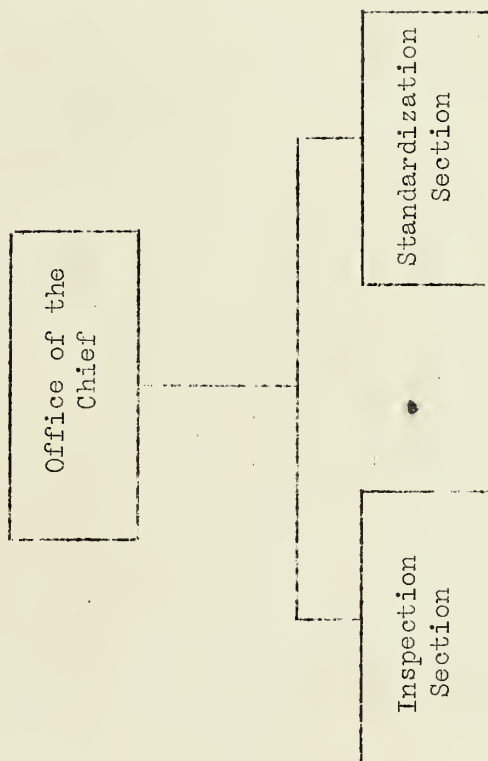
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Market News Division



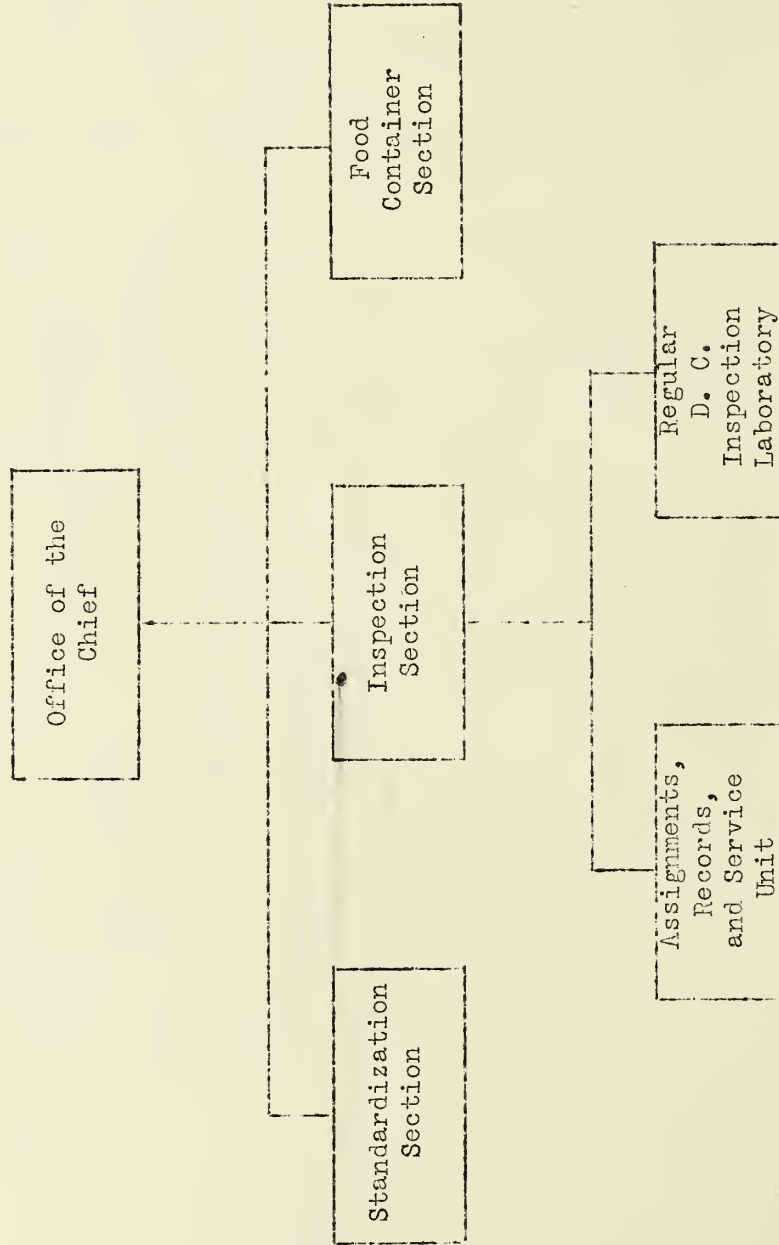
FRUIT AND VEGETABLE BRANCH

Fresh Products Standardization and Inspection Division



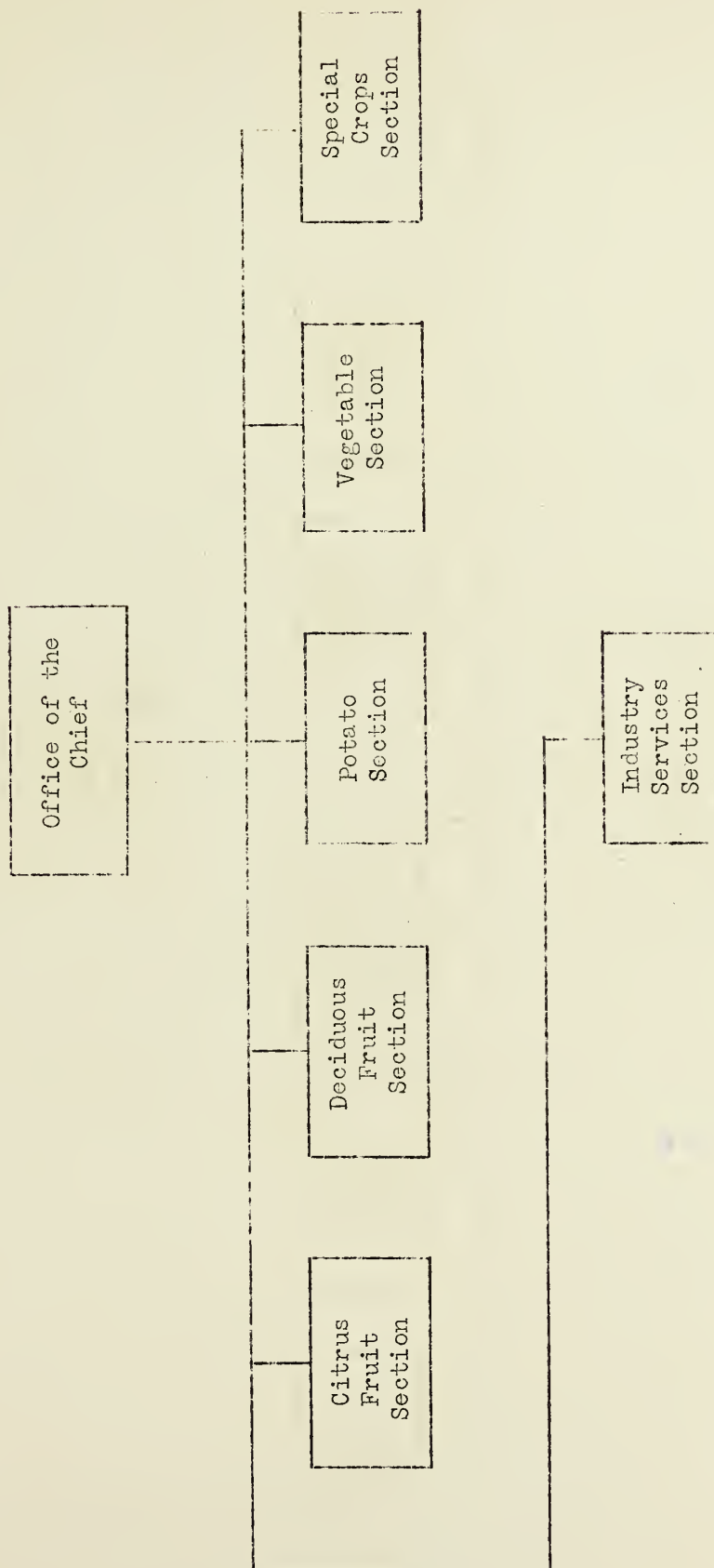
FRUIT AND VEGETABLE BRANCH

Processed Products Standardization and Inspection Division

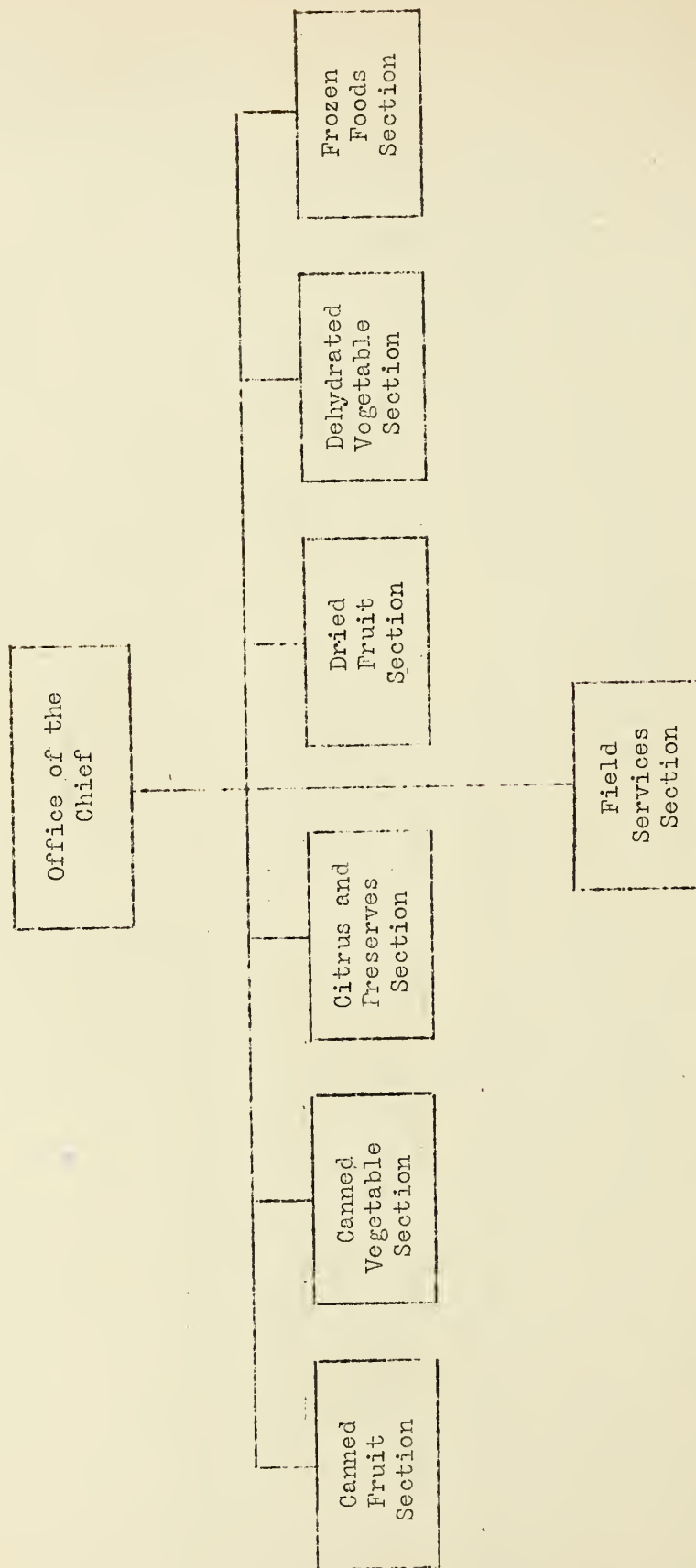


FRUIT AND VEGETABLE BRANCH

Fresh Marketing Division

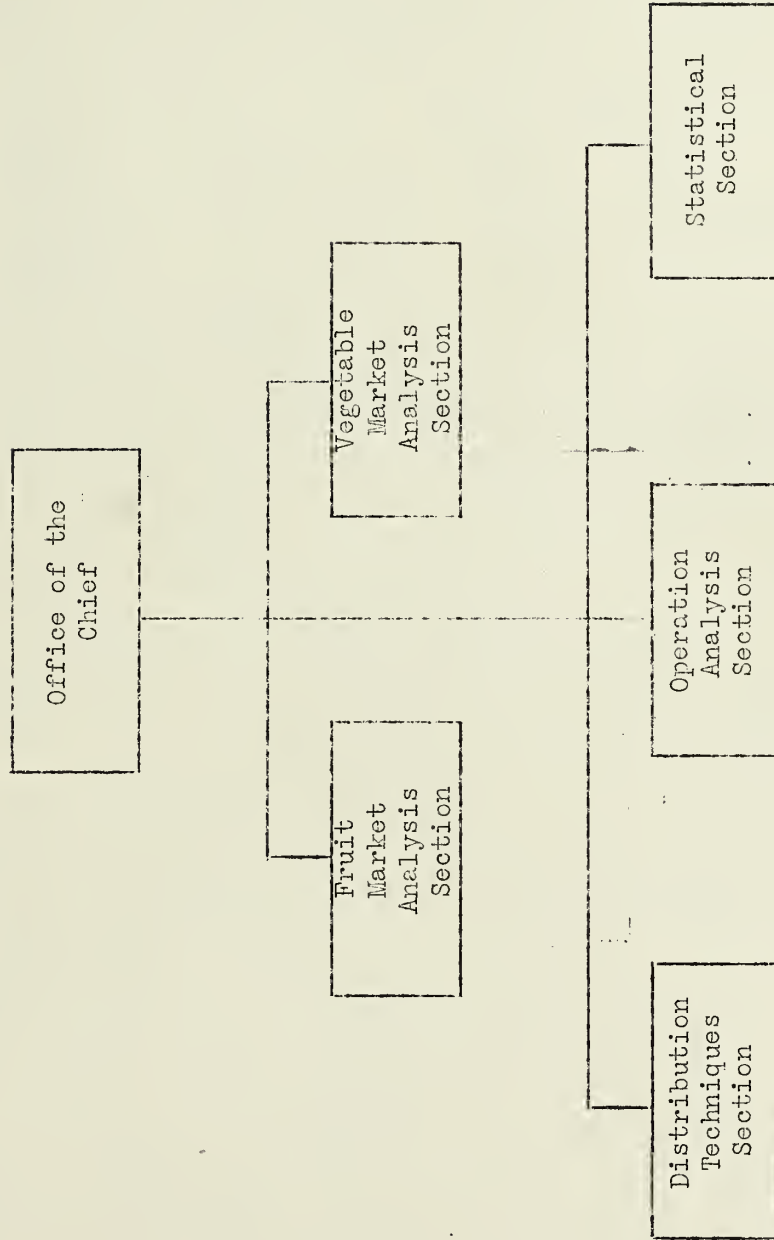


FRUIT AND VEGETABLE BRANCH
Processed Marketing Division



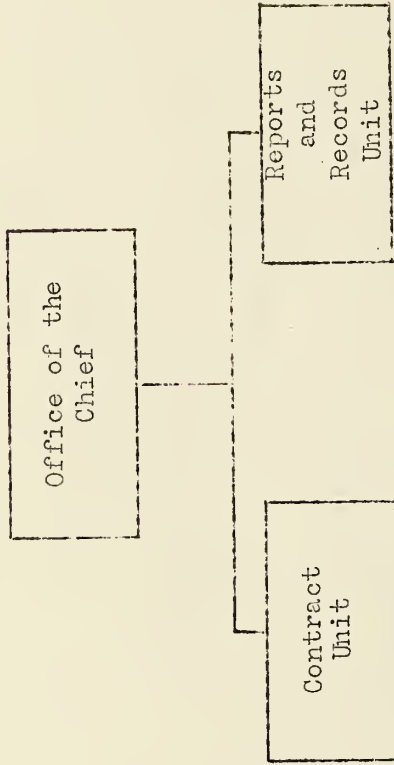
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Program Policy Division



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Procurement Control Section



Administrative Services Section

